NIEHS
National Institute of
Environmental Health Sciences

Business Officials Breakout Session
Grantee Meeting, March 7, 2006

NIH Transition to the SF424 (R&R)

Application & Electronic Submission

NIH's Electronic Receipt Goal

By the end of September 2007, NIH plans to:

1. Require electronic submission through Grants.gov for all NIH grant applications

2. Transition from the PHS 398 application form to SF424 family of forms data set
   - SF424 Research and Research-Related (SF424 (R&R))
   - SF424 Discretionary (of limited use for NIH)

Why submit electronically

- Eliminates the burder of paper-based data collection

- Improves data quality

- May allow NIH to shorten the cycle from application receipt to award

- Reduces scanning, printing, and data-entry costs

- Grant image is consistent, clear and in color

Why Grants.gov?

- The Federal government's single, online portal for any person, business, or State, Local and Tribal government to electronically:
  - <u>Find</u> Grant Opportunities
  - <u>Apply</u> for Grant
- A cross-agency initiative involving
  - 900 grant programs
  - 26 grant-making agencies
  - Over $350 Billion in annual awards

Why transition to SF424 family of forms?

- SF424 consolidates forms currently used by Federal grant-making agencies
  - Applicants can use standard forms regardless of the program or agency to which they are applying.
  - Reduces administrative burden on the Federal grants community.
- SF424 (R&R) is the government-wide data set for research grant applications

Why transition now?

- Public Law (PL) 106-107
  - Simplify application and reporting requirements

- President's Management Agency
  - Apply online through a common web site

- OMB Goad for Agencies by FY 2006
  - 75% posting of funding opportunities

- PHS 398 OMB clearance expires in September 2007

Requires Systems Working Together

- Grants.gov – the Federal government's single on-line portal to fund and apply for Federal grant funding.

- eRA Commons – the NIH electronic Research Administration system that allows applicants/grantees to electronically receive and transmit application and award information

IMPORTANT – Each system has its own registration requirements and validation process
  - Used by NIH and other HHS components

Registration Requirements

- Registration in both Grants.gov and eRA Commons is required for electronic submission

- Separate processes that can be done simultaneously

- Must be completed **prior** to application submission

- Failure to complete required registrations prior to submission may result in delay of review assignment and funding consideration

It is critical for institutions to begin this registration process at least 2-4 before applications are due

Software Requirements

- PureEdge viewer downloaded (free) from Grants.gov site at http://www.grants.gov/DownloadViewer

- PDF generation software
  - Grants.gov lists some available tools and software at http://www.grants.gov/assets/PDFConversion.pdf

- MAC users will need to use PC emulation software or download free CITRIX client application to take advantage of the CITRIX service offered by Grants.gov in partnership with NIH. http://www.grants.gov/MacSupport
  - PureEdge has committed pr provide a platform independent viewer by November 2006

Training Tools:

- http://era.nih.gov/ElectronicReceipt/training.htm

- Video library
  - Overview of NIH Transition at http://helix.od.nih.gov/oervideo/grantsgov/sf424_application/index.html
  - A walk Trough the SF242 (R&R) at http://helix.od.nih.gov/oervideo/grantsgov/A_Walk_Through_SF424/index.html

Training Tools (cont.)

- Registration in the eRA Commons Demo at http://era.nih.gov/virtualschool/external/c101_GranteeRegistrationProcess.htm

- Grants.gov's Hot to Complete An application Package Demo at http://www.grants.gov/CompleteApplication#demo

- SF424 (R&R) application guides, sample application packages and related resources at http://grants2.nih.gov/grants/funding/424/index.htm

Other Tools

- Frequently Asked Questions at http://era.nih.gov/ElectronicReceipt/faq.htm
- Electronic Submission Timeline at http://era.nih.gov/ElectronicReceipt/Strategy_timeline.htm
- Tips and Tools at http://era.nih.gov/ElectronicReceipt/tips_tools.htm
- Communications and Outreach resources (brochures, presentations, drop-in newlsetter articles) at http://era.nih.gov/ElectronicReceipt/communication.htm

Finding Help

- If help is needed with the Grants.gov registration process:
  - Check the resources available on the Grants.gov website first at http://grants.gov/
  - Grants.gov help is also provided by the following office:
    - Grants.gov customer support via email at support@grants.gov

Finding Help

- eRA Commons Registration
  - If help is needed with the eRA Commons registration process for the applicant organization and principal investigators, contact:
    - eRA Commons help desk
    - Phone: 301-402-7469/866-504-9552 (Toll Free)
    - 301-451-5939 (TTY)
    - Email at commons@od.nih.gov

Finding Help

- eRA Commons website: http://commons.era.nih.gov/commons/index.jsp
- eRA website: http://era.nih.gov

Reminders

- This is coming
- This is new to you and to me.
- We are in this together

- More detailed SF424 information will be provided at a future grantee meeting

Questions

- Please email me your questions at
  - mason6@niehs.nih.gov